



CITY OF ROCHESTER, MINNESOTA
POLICE CIVIL SERVICE COMMISSION
SUSAN MARINO DAVE HENSLIN TIM HEALY



NOTICE OF EXAMINATION FOR THE POSITION OF **POLICE OFFICER** IN THE POLICE DEPARTMENT OF THE CITY OF ROCHESTER, MINNESOTA.

NOTICE IS HEREBY GIVEN: that an examination to establish an eligible list of candidates for the position of Police Officer in the Police Department of the City of Rochester, Minnesota, will be conducted.

Application materials are available from the City of Rochester website www.rochestermn.gov or the Human Resources Department, 201 4th St SE, Rochester, Minnesota. Completed applications must be received no later than December 17, 2012.

NATURE OF WORK

General duty police work in protecting life and property, maintaining order, preventing crimes, apprehending criminals, and enforcing laws and ordinances.

MINIMUM REQUIREMENTS

1. To be eligible to apply, applicants must meet **ONE** of the following licensing requirements:
 - A. Have an "active" peace officer license in the State of Minnesota, meaning that the applicant has met the MN P.O.S.T. Board approved requirements for obtaining and maintaining a valid license; **OR**
 - B. Have an "inactive" peace officer license in the State of Minnesota, meaning that the applicant has previously held an "active" license and is eligible to reactivate it in this state; **OR**
 - C. Have or will have successfully completed the MN P.O.S.T. Board approved professional Peace Officer education and skills requirements and passed the State of Minnesota "Peace Officer Licensing Examination" by the effective date of appointment; **OR**
 - D. Have completed basic police training or certification requirements in another state with which Minnesota has reciprocity, meaning that an out-of-state applicant has been found to be eligible to take the licensing examination in Minnesota or who has left Minnesota law enforcement prior to licensing; or has relevant military experience and is eligible to take the reciprocity exam.
2. U.S. Citizen
3. Valid State of Minnesota driver's license or equivalent out-of-state license.
4. Shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or any offense in any other state or federal jurisdiction, which would have been a felony if committed in this state.
5. Must be free from any physical or psychological condition which might adversely affect the performance of the duties required of the position of Police Officer.

STATE REQUIREMENT BEFORE EFFECTIVE DATE OF APPOINTMENT

Must be a licensed MN Peace Officer or eligible to be licensed by the State of Minnesota pursuant to [MN Statute 626.84-626.89](#) and [MN RULES 6700.0100 – 6700.1900](#). Eligible to be licensed is defined as having completed the academic and skills training required by Minnesota Statutes.

SPECIAL REQUIREMENTS

Every licensed peace officer is required by [MN RULES 6700.1000](#) to complete forty-eight (48) hours of Minnesota P.O.S.T. Board approved education during each three-year licensing period.

SCOPE AND SCORING OF EXAMINATIONS

Each qualified applicant for the position of Police Officer shall complete the following:

PHASE I - APPLICATION AND RESUME

Phase I shall consist of a scored application that assigns value to education, experience, knowledge, skills, and abilities that relate most closely to the duties and responsibilities of the job and the needs of the Rochester Police Department. Candidates shall be placed on the application register based on their application/resume score adjusted for veterans' preference. The candidates highest on that list shall proceed to Phase II, the number of candidates moving to Phase II being at least four (4) times the number of vacancies intended to be filled.

PHASE II - INITIAL SCREENING INTERVIEW

Phase II testing consists of a scored initial screening interview. The interview will be administered by police department supervisors. Candidates will be given a raw score on the interview. Telephone interviews are permitted. The candidates completing Phase II shall be ranked based on their scores obtained from the interview, after adjustment for veterans' preference. The highest ranked candidates shall advance to Phase III of the examination process.

COMMUNITY SERVICE OFFICERS

A Community Service Officer in the Rochester Police Department who will be "eligible for licensing" under the MN POST Board requirements by the established effective date of appointment and who currently meet performance standards will be eligible to proceed to Phase III of the examination process.

PHASE III - INDEPTH ORAL INTERVIEW, ASSESSMENT OF CANDIDATE'S WRITING ABILITIES, JOB RELATED PHYSICAL STRENGTH AND AGILITY EXAM, AND BACKGROUND INVESTIGATION

Phase III testing consists of an in-depth oral interview, written assessment, and completion of the job-related physical strength and agility exam. The oral interview will be administered by a panel of evaluators and candidates will be given a raw score on the interview. Performance on the written assessment will be evaluated and scored by a panel of evaluators as assigned by the Police Chief. Telephone interviews will NOT be permitted. The job-related physical strength and agility exam will be scored as pass/fail.

The candidates completing Phase III shall be placed on an eligibility register based on cumulative scores adjusted for veterans' preference. When requested by the Chief the top ranking candidates who also pass the in-depth background investigation shall be certified to the Mayor for conditional appointment in the manner provided by law. The Commission may abolish the list at any time deemed appropriate.

PHASE IV

The Mayor's appointment shall be conditional upon each candidate's successful completion of the medical and psychological evaluations.

CONDITIONAL APPOINTMENT STATUS

In order to comply with the Minnesota POST Board appointment requirements and the Minnesota Human Rights Act, the Mayor's appointment shall be conditioned upon the candidate's successful completion of the medical and psychological examinations, use of force training, and eligibility for licensure by the Minnesota P.O.S.T. Board. The medical and psychological examinations shall be completed and approved prior to the candidate beginning employment with the City. The use of force training shall be completed during the first 30 days of employment and prior to the effective date of the appointment and the swearing in of the candidate as a Police Officer. A candidate not completing the use of force training may be removed by the Commission using the process outlined in Section 13A.

PROBATIONARY PERIOD

Upon appointment, a Police Officer is subject to successful completion of a one (1) year probationary period as outlined in Section 20A. Probationary Period of the Rochester Police Civil Service Rules and Regulations.

COMPENSATION

2013 Salary Range: \$24.61 to \$32.80 per hour depending on qualifications pursuant to the collective bargaining agreement between the City of Rochester, Minnesota and Law Enforcement Labor Services, Inc. Local #194.

/s/ Dave Henslin, Secretary
ROCHESTER POLICE CIVIL SERVICE COMMISSION

Equal Opportunity Employer